

POSTING DATE: April 14, 2021

CLOSING DATE: April 27, 2021



## HUMAN RESOURCES DIVISION MISSOURI STATE HIGHWAY PATROL

### CAREER OPPORTUNITY BULLETIN

JOB ID: 1434

**TITLE:** HUMAN RESOURCES ANALYST I OR II

**FACILITATOR:** Madison Crisp  
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**DESCRIPTION:** A Human Resources Analyst position exists within the Support Services Section of the Missouri State Highway Patrol's Human Resources Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This position performs professional personnel work of advanced difficulty, assisting in the personnel activities of the Human Resources Division. An employee in this classification performs a variety of specialized work in the personnel field. The employee must exercise independent judgment and discretion in contacts with Patrol employees, the general public, and personnel from state agencies and private organizations.

Click [HERE](#) for a more detailed job description.

**QUALIFICATIONS:** **Human Resources Analyst I:** Possess a four-year degree in Human Resource Management, Personnel Administration, Public Administration, Business Administration, or closely related field. **Human Resources Analyst II:** Possess a four-year degree in Human Resource Management, Personnel Administration, Public Administration, Business Administration, or closely related field, and one year as a Human Resources Analyst I with the Missouri State Highway Patrol or comparable experience.

Comparable work experience in a public or private personnel office in the areas of selection and/or retention may be substituted on a year-for-year basis for the required education.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,478.00; however, salary may be commensurate with experience.

**APPLICATION PROCEDURE:** Individuals, including current Patrol employees, interested in this position must visit our website at <https://statepatrol.dps.mo.gov/> to complete and submit an [application](#) prior to the application deadline. Applicants with the necessary educational qualifications must also upload a copy of their college transcripts to the online application system. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interview boards are tentatively scheduled for the week of May 10, 2021.

**ADDITIONAL INFORMATION:** Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

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Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Patrol personnel must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.